

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory - FY 1987

FROM:

EXTENSION

NO.

DI/IMO

DATE

6/2/88

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/SSC/MPSS/DI

6/3

B

2.

3.

4.

ADB/IMD/OIT

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FORM
1-79

610

USE PREVIOUS
EDITIONS

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

1 June 1988

MEMORANDUM FOR: Chief, Information Management Division, OIT

ATTENTION: Appraisal and Disposition Branch

FROM:

DI Information Management Officer

SUBJECT: Annual Records Inventory - FY 1987

REFERENCE: Memo dtd 25 Nov 87 to Directorate IMOs
fm C/IRMD/OIT, same subject (OIT 0902-87)

1. Attached are the volume statistics for records holdings in the Directorate of Intelligence and the National Intelligence Council. In reviewing the statistics submitted by the component IMOs, even though the DI has destroyed volumes of material during the recent records review, there still appears to be a growth of records in the DI. Judging from the destruction statistics provided me by the component IMOs, I expected to see a decrease in active records holdings. Therefore, I requested the component IMOs to give some reasons for the increase. The reasons given are as follows:

a. Much of the material destroyed during the records review had never been measured previously. It was stored under desks, on office floors, on tops of cabinets, and consisted of all types of records from cables and analyst working papers to reference material accumulated over the years by individual analysts.

b. The measuring exercise was done more thoroughly by the component IMOs. Measuring instructions were given to them at an IMO meeting prior to the actual inventory. Material not previously recorded was measured. Some industrious IMOs took on the job of

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ADMINISTRATIVE - INTERNAL USE ONLY

measuring their entire office themselves instead of delegating the responsibility, therefore giving a more accurate reading.

c. The Directorate partially reorganized in 1986 and components were renamed and relocated. Due to that relocation effort, quite a volume of records were destroyed and retired, or became the records of a new component. When the records were measured at the end of 1986, the volume of active records in the Directorate was low.

d. With the Directorate focusing on Central American issues, the Iran-Contra investigation, the INF Treaty monitoring effort, plus many other current issues, there is simply more information being disseminated. The amount of finished intelligence being written and disseminated Directorate-wide has grown considerably over the past year.

e. DI components are still required to maintain records on the Iran-Contra investigation pending DCI approval to destroy this material.

f. The collection effort has expanded. The Directorate has new collection programs and systems, and old ones have been upgraded which gives the analysts more information than they have ever had to analyze. As an example, the amount of imagery currently being received by OIA is 300 times what it was at the end of 1986.

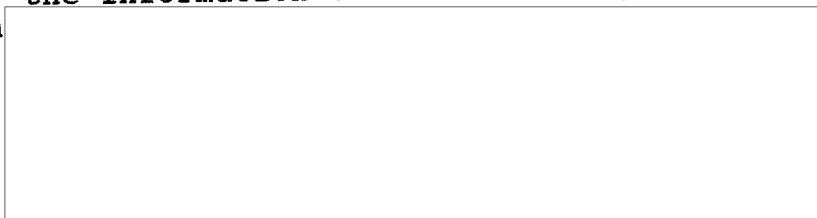
g. The Directorate increased its T/O by ☐ personnel during FY 87 - FY 88.

h. Thousands of personal computers have been installed over the last year. With this new equipment comes volumes of software and reference material, ranging from one to five linear feet per person, depending on the amount of software programs being used by the individual.

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1. It has been 18 months since the last records holdings inventory which may give a poor comparison due to the difference in the time of the year.

2. If there are any questions regarding the attached statistics or the information contained above, please contact me on



Atts

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1987**TO:** OIT
OIS/IRMD**FROM:** (Directorate and Office)
O/DDI**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,425	1329.5	- 95.5
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	467	670	+ 203
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	41	51	+ 10
d.	Other (Describe) Personnel Files		4	+ 4
TOTAL LINEAR FEET OF OFFICE FILES		1,933	2054.5	+ 1215

121.5

II. CARD-SIZE FILES:

a.	3x5 Cards	33.8	13.1	- 20.7
b.	5x8 Cards	8.5	12.5	+ 4
c.	Punch Cards			
d.	Abstracts		1.5	+ 1.5
e.	Aperture Cards		1 Ft (620)	+ 1
f.	Microfiche	46.5	0	- 46.5
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		88.8	28.1	- 60.7

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes		30	+ 30
b.	Audio Tapes			XXXXXX
c.	Video Tapes	99	44	- 55
d.	Disc Packs			
e.	Word Processing Magnetic Tapes		103	+ 103
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	391	652	+ 261
h.	Magnetic Diskettes 8"	363	310	- 53
i.	Paper Tapes			
j.	Other (Describe) IBM PC Software/Mag. Diskettes 3"		XXXXXX 3.4	+ 3.4

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	5	0	- 5
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:**Date:**

18 April 1988

White copy - OIT/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIS/IRMD**FROM:** (Directorate and Office)
DDI/ALA**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1014.6	2827	+1812.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	345.2	971	+ 625.8
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	16.0	45	+ 29
d.	Other (Describe) Supplies		94	
TOTAL LINEAR FEET OF OFFICE FILES		1375.8	3843	+2467.2

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	4	0	-4
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES**QUANTITY OF EACH**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes		2	+2
d.	Disc Packs		20	+20
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards		100	+100
g.	Magnetic Diskettes 5¼"	180	4417	+4237
h.	Magnetic Diskettes 8"	92	10	-82
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Item III (F) - Magnetic Cards were inadvertently left off the count in 1986
They are not new to the Office.

Signature of Component**Date:**

15 April 1988

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
#18/IRMD**FROM:** (Directorate and Office)
DDI/CPAS**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	613	550	-63
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,443	1,422	-21
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	195	208	+13
d.	Other (Describe) (PRODUCTION FOLDERS - IMC)	178	182	+ 4
TOTAL LINEAR FEET OF OFFICE FILES		2,429	2,362	-67

II. CARD-SIZE FILES:

a.	3x5 Cards	63	49	-14
b.	5x8 Cards	6	4	- 2
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe) (3½ X 8½ RECEIPTS)	27	24	- 3
TOTAL LINEAR FEET—CARD-SIZE FILES		96	77	-19

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	120	154	+ 34
b.	Audio Tapes	517	620	+103
c.	Video Tapes	1,024	1,033	+ 9
d.	Disc Packs	19	22	+ 3
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	269	417	+148
h.	Magnetic Diskettes 8"	514	387	-127
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

15 April 1988

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONSWhite copy - OIT
#18/IRMD

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 88

TO: OIS/IRMD	FROM: (Directorate and Office) DI/EURA
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ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR

		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	1,682	2,849	+ 1,166.3
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	588	1,383	+ 795
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	0	90	+ 90
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		2,270.7	4,322	+ 2,051.3
II. CARD-SIZE FILES:				
a.	3x5 Cards	0	9	+ 9
b.	5x8 Cards	0	16	+ 16
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe) (BIOGRAPHIC; TS)	54	0	-54
TOTAL LINEAR FEET—CARD-SIZE FILES		54	25	-29
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes	202	0	- 202
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	167	591	+ 424
h.	Magnetic Diskettes 8"	257	257	-257 0
i.	Paper Tapes			
j.	Other (Describe)			
IV. FILM RECORDS:				
a.	Microfilm— 16mm Reels			
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe) VHS	9	0	-9
Comments:				
Signature of Component RMO:		Date: 21 April 1988		

FORM 9-85 3

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
OIS/IRMD
#111

FROM: (Directorate and Office)
LDA/DDI

ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR

I. OFFICE FILES:

	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. Case, Subject, Chronos, Etc.	3,609.1	4139.2	+ 530.1
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	3,805.3	4108.2	+302.9
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	249.9	237.7	- 12.2
d. Other (Describe) PERSONAL FILES		39.0	+ 39
TOTAL LINEAR FEET OF OFFICE FILES	7,664.3	8524.1	+859.8

II. CARD-SIZE FILES:

	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. 3x5 Cards		10.0	+ 10
b. 5x8 Cards	9,582.5	12000.9	+ 2418.4
c. Punch Cards			
d. Abstracts			
e. Aperture Cards	185.0	0	- 185
f. Microfiche	16.5	371.5	+ 355
g. Other (Describe) PHOTOS		426.0	+426
TOTAL LINEAR FEET—CARD-SIZE FILES	9,784.0	12808.4	+3024.4

QUANTITY OF EACH	
PREVIOUS YEAR	CURRENT YEAR

III. MAGNETIC RECORDS:

	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. Computer Tapes			
b. Audio Tapes	69.0	61	- 8
c. Video Tapes	48.6	167.5	+ 118.9
d. Disc Packs	13.0	3.0	- 10
e. Word Processing Magnetic Tapes		25	+ 25
f. Word Processing Magnetic Cards		2.0	+ 2
g. Magnetic Diskettes 5 1/4"	66.0	237.0	+ 171
h. Magnetic Diskettes 8"	369.0	394.0	+ 25
i. Paper Tapes			
j. Other (Describe)			

IV. FILM RECORDS:

	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. Microfilm—16mm Reels	50	50	0
b. Microfilm—35mm Reels			
c. Microfilm Cassettes	36	0	- 36
d. Movie Film			
e. Other (Describe)			

Comments:

STAT

Date:

LDA/IMO

22 APR 88

FORM 9-85 3581 EDITIONS

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IRMD

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
#015/IRMD**FROM:** (Directorate and Office)
DDI/NESA**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	820	679	-141
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	299	376	+ 77
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	18	21	+ 3
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

1,137	1,076	- 61
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II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES**QUANTITY OF EACH**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes	5	0	- 5
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	807	186	-621
h.	Magnetic Diskettes 8"	363	120	-243
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:**Date:**

12 April 1988

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
#DIS/IRMD**FROM:** (Directorate and Office)
DDI/OEA**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	638.8	936.5	+ 297.7
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	353.6	1014.5	+660.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	16.2	15.1	-1.1
d.	Other (Describe)	5.0	4.0	-1.0
TOTAL LINEAR FEET OF OFFICE FILES		1,013.6	1970.1	363 +956.5

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES**QUANTITY OF EACH**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	16	12	-4
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	100	80	-20
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

5/2/88

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19⁸⁸

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/OGI
ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR
DIFFERENCE	

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	4,422.4	3803	- 619.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	2,204.0	1792	- 412
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,979.0	1244	- 735
d.	Other (Describe) Accounting Working Files	20.0	24	+ 4
TOTAL LINEAR FEET OF OFFICE FILES		8,625.4	6953	- 1672.4

II. CARD-SIZE FILES:

a.	3x5 Cards	5.25	8	- 2.75
b.	5x8 Cards	4.00	28	+ 24.00
c.	Punch Cards			
d.	Abstracts	1.00	0	- 1.00
e.	Aperture Cards			
f.	Microfiche	24.80	0	- 24.80
g.	Other (Describe) 8 1/2 x 11 Biography Cards		7	+ 7.00
TOTAL LINEAR FEET—CARD-SIZE FILES		35.05	43	+ 7.95

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	143		- 143
b.	Audio Tapes			
c.	Video Tapes	11	16	+ 5
d.	Disc Packs	146	1	- 145
e.	Word Processing Magnetic Tapes	15	0	- 15
f.	Word Processing Magnetic Cards	50	0	- 50
g.	Magnetic Diskettes 5 1/4"	736	647	+ 89
h.	Magnetic Diskettes 8"	1,216	527	- 689
i.	Paper Tapes			
j.	Other (Describe) NBI DISKETTES	18	0	- 18

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe) Imagery	403	105	- 298

Comments:

Date:

21 April 1988

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
#016/IRMD**FROM:** (Directorate and Office)
DDI/OIA**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2,420.0	2,706.4	+ 286.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,360.0	1,645.75	+ 285.75
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	464.0	1,767.56	+ 1,303.56
d.	Other (Describe) FORMS	84.0		
TOTAL LINEAR FEET OF OFFICE FILES		4,328.0	6,119.7	+ 1,875.7

9244.0

II. CARD-SIZE FILES:

a.	3x5 Cards	9.0		- 9.0
b.	5x8 Cards	174.0	7.25	- 166.75
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	20.0	25.8	+ 5.8
g.	Other (Describe)		20.7	+ 20.7
TOTAL LINEAR FEET—CARD-SIZE FILES		216.0	53.75	- 162.25

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	18	207	+ 189.0
b.	Audio Tapes			
c.	Video Tapes	13	76	+ 63.0
d.	Disc Packs		3	+ 3.0
e.	Word Processing Magnetic Tapes		1	+ 1.0
f.	Word Processing Magnetic Cards	101		- 101.0
g.	Magnetic Diskettes 5 1/4"		54	+ 54.0
h.	Magnetic Diskettes 8"	11	621	+ 610.0
i.	Paper Tapes			
j.	Other (Describe)		2	+ 2.0

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film Imagery (flats)	5503	1,651,514	+ 1,646,011
e.	Other (Describe) IMAGERY (Roll)		554	+ 554

Comments:

Date: 5/2/88

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIS/IRMD	FROM: (Directorate and Office) <i>DI/OIR</i>
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ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1051-4	2045-3	+ 993-9
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18012-2	20296-1	+ 2283-9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	4494-0	6669-0	+ 2175-0
d.	Other (Describe) <i>FORMS, Handcopy intel.</i>	114-0	628-0	+ 514-0
TOTAL LINEAR FEET OF OFFICE FILES		23671-6	29638-4	+ 5966-8

II. CARD-SIZE FILES:

a.	3x5 Cards	2004-3	1583-0	- 421-3
b.	5x8 Cards	155-5	134-9	- 20-6
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards	1883-8	1949-0	+ 65-2
f.	Microfiche	549-5	554-6	+ 7-1
g.	Other (Describe) <i>4x6 cards</i>	1695-8	5-0	- 1690-8
TOTAL LINEAR FEET—CARD-SIZE FILES		6286-9	4226-5	- 2060-4

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	910	992	+ 82
b.	Audio Tapes	73	0	- 73
c.	Video Tapes	5882	9835	+ 3953
d.	Disc Packs	58	29	- 29
e.	Word Processing Magnetic Tapes	91	41	- 50
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	2382	3549	+ 1167
h.	Magnetic Diskettes 8"	275	205	- 70
i.	Paper Tapes		83	+ 83
j.	Other (Describe) <i>3 1/2" diskettes</i>	96	340	+ 244

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	1903	234	- 1669
b.	Microfilm—35mm Reels	3796	7066	+ 3270
c.	Microfilm Cassettes	2719	12374	+ 9655
d.	Movie Film	891	296	- 595
e.	Other (Describe) <i>77 boxes photo negatives retired to A-RC</i>	281823	94834	- 186989

Comments:

Signature of Component

Date:

15 April 1988

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1987**TO:** OIT
#016/IRMD**FROM:** (Directorate and Office)
DDI/OSWR**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,955	3319	+1364
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	7,611	9105	+1494
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	541	495	-46
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

10,107	12919	+2812
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II. CARD-SIZE FILES:

a.	3x5 Cards	25	93	+68
b.	5x8 Cards	21	23	+ 2
c.	Punch Cards	11	11	
d.	Abstracts			
e.	Aperture Cards		3	+ 3
f.	Microfiche	57	77	+20
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

114	196 207	+88 +93
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QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	3,402	2741	-661
b.	Audio Tapes	12	285	+273
c.	Video Tapes	76	474	+398
d.	Disc Packs	35	49	+ 14
e.	Word Processing Magnetic Tapes	34	13	-21
f.	Word Processing Magnetic Cards	21	2	- 19
g.	Magnetic Diskettes 5¼"	1,738	3028	+1290
h.	Magnetic Diskettes 8"	1,806	603	-1203
i.	Paper Tapes	30	0	- 30
j.	Other (Describe) 3½ Magnetic DISKETTES		2388	+2388

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	XXX		
b.	Microfilm—35mm Reels	500	1004	+504
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

STAT
Sig

Date:

25 April 1988

FORM 9-85 1 EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
#015/IRMD**FROM:** (Directorate and Office)
DDI/SOVA**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	4140.4	406.4	- 3734.
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	3589.4	383.7	- 3205.7
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	85.1	47.1	- 38.0
d.	Other (Describe) See *1	6.6	5.8	- .8

TOTAL LINEAR FEET OF OFFICE FILES

7821.5	1680.2 843	- 6978.5
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II. CARD-SIZE FILES:

a.	3x5 Cards	81.5	5.0	- 78.5
b.	5x8 Cards	113.9	6.0	- 107.9
c.	Punch Cards	46.8	--0	- 46.8
d.	Abstracts		---	---
e.	Aperture Cards	3.5	1.5	- 2.0
f.	Microfiche	203.2	10.5	- 192.7
g.	Other (Describe) Computer Runs *3		3.	+ 3

TOTAL LINEAR FEET—CARD-SIZE FILES

448.9	24.0 26.0	- 422.9
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QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	127	83	- 44
b.	Audio Tapes	68	23	- 45
c.	Video Tapes	64	73	+ 9
d.	Disc Packs	25		- 25
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	1340	2850	+ 1510
h.	Magnetic Diskettes 8"	3378	3260	- 118
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes	10	20	+ 10
d.	Movie Film		96	+ 96
e.	Other (Describe) See *2	57.9	77.8	+ 19.9

Comments: *1 - 3'6" PASSPORTS 3' DOC REC
 *2 - 56' VIEWGRAPHS 5'9" SLIDES PHOTOS 9.5
 *3 - 3' COMPUTER RUNS

Signature of Component RMO:

Date:

27 May 1988

White copy - OIT/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DDI			
ANNUAL LINEAR FOOTAGE				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">PREVIOUS YEAR</th> <th style="width:33%;">CURRENT YEAR</th> <th style="width:33%;">DIFFERENCE</th> </tr> </table>	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE		

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	23,792	25,590.3	+ 1,798.3
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	40,077	43,167.3	+ 3,090.3
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	8,098	10,890.5	+ 2,792.5
d.	Other (Describe)	3,179	886.8	+ 2,292.2
TOTAL LINEAR FEET OF OFFICE FILES		75,146	80,534.8	+ 5,388.8

II. CARD-SIZE FILES:

a.	3x5 Cards	2,222	1,770.1	+ 451.9
b.	5x8 Cards	10,067	12,232.6	+ 2,165.6
c.	Punch Cards	58	11.0	+ 47.0
d.	Abstracts	1	1.5	+ .5
e.	Aperture Cards	2,077	1,954.5	+ 122.5
f.	Microfiche	917	1,039.4	+ 122.4
g.	Other (Describe)	1,781	485.7	+ 1,295.3
TOTAL LINEAR FEET—CARD-SIZE FILES		17,123	17,494.8	+ 371.8

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	4,736	4,219	- 517
b.	Audio Tapes	739	989	+ 250
c.	Video Tapes	7,223	11,721	+ 4,498
d.	Disc Packs	272	127	- 145
e.	Word Processing Magnetic Tapes	342	183	- 159
f.	Word Processing Magnetic Cards	172	104	- 68
g.	Magnetic Diskettes 5 1/4"	8,176	16,708	+ 8,532
h.	Magnetic Diskettes 8"	8,644	6,694	- 1,950
i.	Paper Tapes	30	83	+ 53
j.	Other (Describe)	114	2,733	+ 2,619

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	2,458	284	- 2,174
b.	Microfilm—35mm Reels	3,796	8,070	+ 4,274
c.	Microfilm Cassettes	3,765	12,394	+ 8,629
d.	Movie Film	871	1,651,906	+1,651,035
e.	Other (Describe)		95,571	+ 95,571

Comments:

Signature of Component RMO:

Date:

~~SECRET~~ DDI

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DIRECTORATE

DDI

COMPONENT	Comp Tape	Audio Tape	Video Tape	Disc Pack	WP Mag Tapes	WP Mag Cards	Mag. Disk 5-1/4"	Mag Disk 8"	Paper Tapes	Other	Microfilm		Microfilm Cassettes	Movie Film	Other
DDDI	30		44		103		652	310		3.4					
ALA			2	20		100	4417	10							
CPAS	154	620	1033	22			417	387							
EuRA							591	257							
LDA		61	168	3	25	2	237	394							
NESA							186	120			50				
OEA	12						80								
OGI			16	1			647	527							
OIA	207		76	3	1		54	621		2					105
OIR	992		9835	29	41		3549	205	83	340	234	7066	12374	1651514	554
OSWR	2741	285	474	49	13	2	3028	603		2388		1004		296	94834
SOVA	83	23	73				2850	3260					20	96	77.8
	4219	989	11721	127	183	104	16708	6694	83	2733.4	284	8070	12394		

1651906 95570.8